

**Subject:** Re: Upcoming Reporting Deadlines  
**From:** Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)>  
**Date:** 10/21/2016 04:46 PM  
**To:** Jim Omahen <[jim@mediadistrict.org](mailto:jim@mediadistrict.org)>  
**CC:** Lisa Schechter <[lisa@mediadistrict.org](mailto:lisa@mediadistrict.org)>

Okay, Lisa is both "preparer" and "approver," correct?

On Fri, Oct 21, 2016 at 1:37 PM, Jim Omahen <[jim@mediadistrict.org](mailto:jim@mediadistrict.org)> wrote:  
Thanks Rita and our Executive Director, Lisa Schechter, [lisa@mediadistrict.org](mailto:lisa@mediadistrict.org) is the HMD person.

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Jim Omahen, Operations Manager  
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**From:** Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)>  
**Date:** Friday, October 21, 2016 at 11:09 AM  
**To:** Lisa Schechter <[lisa@mediadistrict.org](mailto:lisa@mediadistrict.org)>, "John T. Walker" <[john@thescbd.com](mailto:john@thescbd.com)>, Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)>  
**Cc:** Danielle Condit <[danielle@thescbd.com](mailto:danielle@thescbd.com)>, Jim Omahen <[jim@mediadistrict.org](mailto:jim@mediadistrict.org)>  
**Subject:** Re: Upcoming Reporting Deadlines

Happy Friday Everyone:

As you know, we are preparing to go live with the new BID portal for the submission of the Annual Plan Report. We need to enter the name and email address of the person who will prepare the report and the one who will approve the report for submission. It does not need to be two separate persons, the same person can be the designated to prepare and submit the report.

Please let me know who the person(s) are for your respective BID. If it is someone other than those on this message, please also provide the person's email address.

Thank you.

Rita

On Thu, Oct 20, 2016 at 7:58 AM, Rita Moreno <[rita.moreno@lacity.org](mailto:rita.moreno@lacity.org)> wrote:  
Good Morning All:

Just a reminder that the next deadlines are just around the corner:

October 31: 3rd Quarter Report & Newsletter  
November 1: Annual Report

Let me know if you need any assistance.

Rita

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